AIS Educator Journal

GUIDELINES FOR AUTHORS

The AIS Educator Journal invites the submission of research, classroom materials, and other original works relating to AIS Education. Works should not be copyrighted, nor submitted for publication elsewhere. Presentation of the work at a national conference (including the AAA-IS Section conference, AAA Annual Meeting, or the AIS Educator Conference) does not preclude acceptance at the AIS Educator Journal.

Submissions of educational materials must be in the format described in the "**Educational Materials Guideline**". Other submissions have more flexible formats, but should be prepared & submitted using the following construction guidelines.

All submissions should be made via email attachment and sent to the current Editor(s) or AISEJ@aiseducators.com. Manuscripts should be written in proper English and follow the latest edition of the *Chicago Manual of Style*.

Each submission must consist of at least two files:

1. A cover page which includes the title of the article and names of all authors. Each author's name should be accompanied by their affiliation, title, telephone number and email address. NOTE: **This is the only file which should have authors' names or other identifying information**.

2. The actual manuscript submission file. The first page of this file should contain the title of the submission, an abstract not to exceed 250 words that <u>includes a description of how the submission will benefit or advance AIS education</u>, and several keywords to facilitate electronic searching. NOTE: The actual manuscript file should not have any authors' names or other identifying information anywhere in the document text or in the properties of the file. To ensure the review is "blind" and to remove all references of your identity (and that of your institution) from your file, please right click on the file and select "Properties" "Details" tab, select "Remove Properties and Personal Information", "Remove the following properties from this file:", "Select All" and "OK". This should create a clean copy of the file to submit. You can verify this by right clicking on the file and select "Properties" and "Details" tab and examining the information. Manuscripts not meeting this requirement will be returned to the authors un-reviewed.

Research reports should be accompanied by separate files containing the actual instruments, surveys, or protocols for use by reviewers.

All files should be stored in a form readable by the latest version of Microsoft Word.

A single email should be submitted, with all files attached to the single email. Do **not** "zip" or otherwise compress or encode the attachments. Exception: If the collection of files exceeds 10 megabytes in total, two emails may be used. The email should be sent from the email address to which the authors desire the editor to direct communications about the submission.

Manuscripts should be formatted to be double-spaced using 12 point font. Times New Roman, Arial or other common fonts are preferred. Major headings should be centered, bold, capitalized without a period. Second-level headings should be flush-left, bold, using upper and lower case.

Direct quotations of more than a sentence or two may be single spaced, and should be indented from both margins.

All figures, exhibits, and tables must be specifically referred to in the body of the main article. Each figure, exhibit or table should be designated by a sequential Arabic numeral and a brief descriptive title. Figures, exhibits and tables should be on a separate page at the end of the body of the manuscript after the bibliographic reference listing. The authors should indicate where each figure, exhibit or table should be inserted in the body, e.g, "Insert Table 4 here".

Bibliographic citations and references should follow the Chicago Manual of Style. The reference listing should be arranged alphabetically according to the last name of the first author or editor. Reference listings should be in the order of: author(s). date. title. journal or book (italicized). volume/issue numbers. date.inclusive pages. For editors, the names are followed by "ed.". Do not use p. or pp. before page numbers. Examples:

> American Institute of Certified Public Accountants (AICPA). 1997. *Statement of Position 97-2 – Software Revenue Recognition*. New York, NY: AICPA.
>
> Belkaoui, A. 1984. *Socio-economic accounting*. Westport, CT: Quorum Books.
>
> Callaghan, J., A. Savage, and E. Peacock. 2003. Rethinking AIS: An Innovative Financial Information Systems Curriculum. *Advances in Accounting Education: Teaching and Curriculum Innovations* 5(1): 211-228.
>
> _____, _____, and _____. 2002. Teaching REA Semantics Within An Information Engineering Framework. *SA Journal of Accounting Research* 16(1): 59-80.

Authors should do their best to include relevant page number(s) of cited works in the citation reference where it appears in the body of the manuscript. Examples of citations are:

For a single author: (Belkaoiu 1984, 39)

For two authors: (Fordham and Hayes 2009, 116)

For more than two authors: (Daigle et al., 2014)

For two or more works by the same author in one reference: (Bryant 2008, 2010).

For multiple works published by the same author in one year: (Hunton 2010a, 2010b)

Citations to institutional works should use acronyms where possible: (AICPA 1997)

Manuscripts may be assigned to an associate editor for initial review. Submissions deemed appropriate for the journal will then be double-blind reviewed by two reviewers. Reviewers are instructed to offer constructive suggestions and recommendations for the author, regardless of their recommendations to the editor. The journal tries to return first-round review comments to authors within 60 days of submission. Authors receiving 'revise-and-resubmit' decisions should notify the editor within 14 days whether they will be revising / resubmitting the manuscript and will have 5 months from notification to submit a revised manuscript, if so desired.